

Library Guide for EH 101 and 102

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This is the textbook required of students enrolled in EH 101 and 102 classes. It sells for \$3.00 in the college book store.

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INTRODUCTION TO LIBRARY GUIDE FOR EH 101 AND EH 102

This library guide has been prepared by the Library Faculty of Shelton State Community College. Library and research skills lectures and assignments are included in the English 101 and English 102 curricula; this guide was designed primarily for students in these classes. The guide provides information needed for assignments in both EH 101 and EH 102.

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CHAPTER 1: SSCC LIBRARY INFORMATION AND POLICIES

SSCC LIBRARY INFORMATION AND POLICIES

LIBRARY HOURS

The Junior College Division Library, which serves all students of Shelton State Community College, is open 67.5 hours each week during regular school terms according to the following schedule:

Monday -- Thursday	7:30 a.m. -- 10:00 p.m.
Friday	7:30 a.m. -- 5:00 p.m.

Occasionally, the Library is open on weekends at the request of individual instructors or for special activities such as Term Paper Clinics.

CIRCULATION

Materials from the Junior College Division Library may be checked out as follows:

Books -- 2 weeks

Magazines -- 3 days (except most current issues and bound volumes)

Audio Tapes and Records -- 1 week

Vertical File Materials -- 3 days

FINES

No fine is charged for overdue books from the Junior College Division Library. The college depends on the cooperation of students, faculty, and staff to return books on time so that library resources are available for the use of others.

LOST AND/OR DAMAGED BOOKS

Library resources that are lost or damaged must be replaced by the individual who borrowed them. A \$5.00 processing fee is charged in addition to replacement costs.

PHOTOCOPY SERVICES

A photocopy machine is located at the Circulation Desk for use by students, who should ask for assistance at the desk. Copies from this machine are 5 cents each. Across from the Circulation Desk are machines for use in photocopying microforms (microfilm as well as microfiche) at a rate of 10 cents per page. Students who use Library photocopy services are responsible for use within copyright guidelines and limitations.

OTHER LIBRARIES AVAILABLE TO SHELTON STUDENTS

The University of Alabama Libraries and Stillman College Library are available to all Shelton State students upon presentation of a current student identification card. However, Shelton State students are subject to all rules and fines of other libraries. For example, the University Libraries charge a 25-cent fine per day per book for overdue books. All books borrowed from other libraries must be returned there by the student and cannot be left at the Shelton State library.

RESERVE MATERIALS

Sometimes Shelton State instructors will place certain materials on RESERVE at the circulation desk in the Library. This means that there are limited copies available for a large number of students; it also means that the length of time the items can be checked out is very limited. Reserve materials include books, magazine articles, maps, mineral samples, special keys, and the gram scales used by ceramics students.

Students may ask for Reserve materials at the circulation desk. Most items are filed by the instructor's name.

SPECIAL COLLECTIONS

The Vertical File

The Vertical File is a collection of pamphlets, clippings, and brochures on topics of current interest.. It is housed in the black filing cabinets in the Library. A complete list of subject headings used in the Vertical File is provided in the very first file in the first file cabinet. Using this list will help you locate information more quickly. Up to five items may be checked out of the Vertical File for a period of three days; you may also wish to photocopy some items at the circulation desk.

Paperback Books

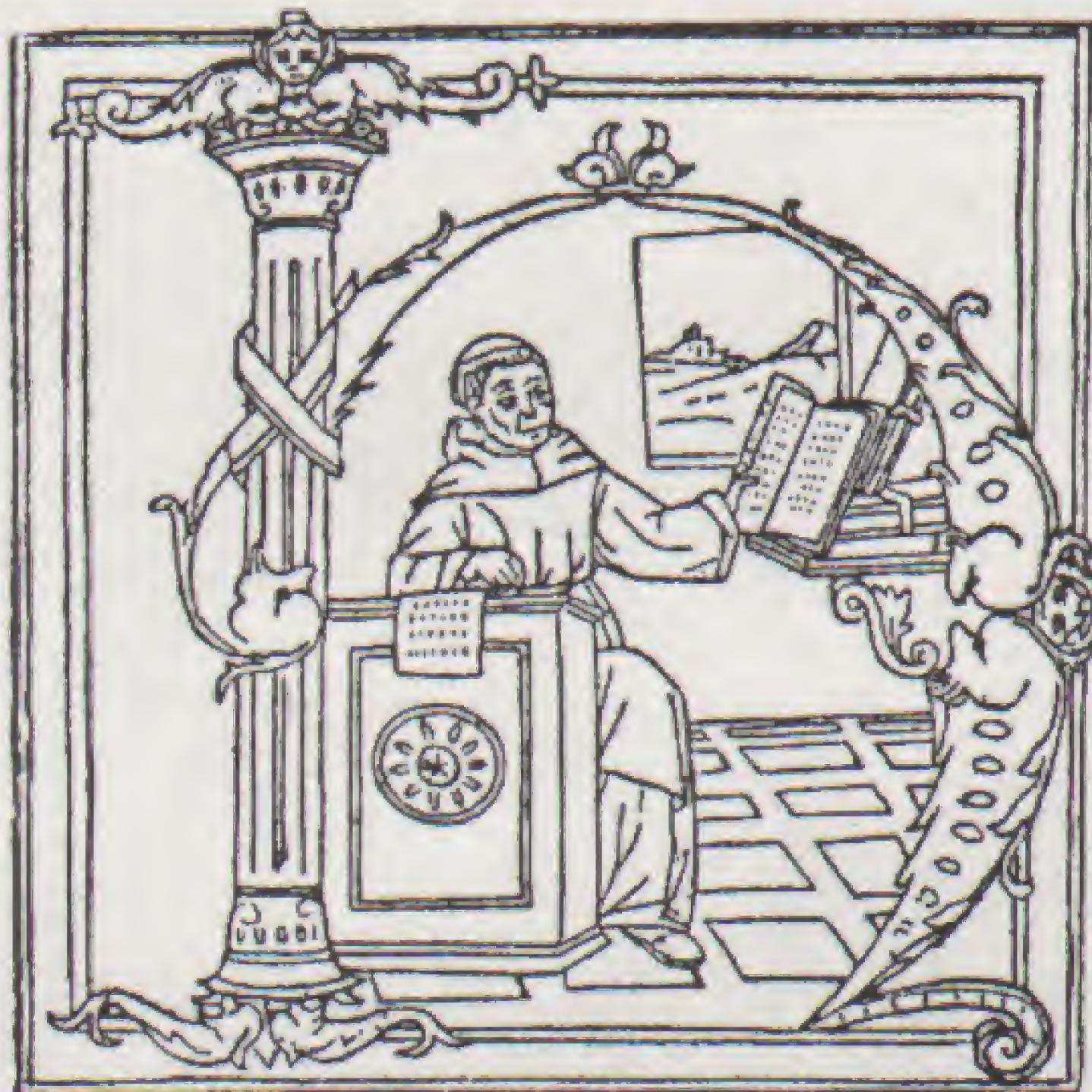
Softcover or paperback books are located on the shelves near the lounge area of the Library. Books are grouped by general subject categories (classic novels, nonfiction, popular fiction, biography, etc.); these books are not included in the card catalog. Paperback books may be checked out for two weeks.

Bestsellers Collection

A collection of hardcover, currently popular "bestseller" books is located on shelves in the lounge area of the Library. Multiple copies of popular books are usually available. This is a lease collection that changes monthly as new titles are added and older titles are retired. The last drawer of the card catalog lists books in this collection by title, author, and subject.

PLEASE REMEMBER . . .

Do not bring food or drinks into the Junior College Division Library. Smoking is not allowed under any circumstances in the Library. Please remember that the Library is a place for study and research--not for social conversation. Students who are not using the Library for study or research will be asked to leave in order to reduce unnecessary noise and traffic for other students using the Library.



CHAPTER 2: THE LIBRARY OF CONGRESS SYSTEM OF CLASSIFICATION

THE LIBRARY OF CONGRESS SYSTEM OF CLASSIFICATION

Books in the Junior College Division Library are cataloged according to the Library of Congress system of classification. A library classification system serves two purposes: first, it provides a unique "inventory" number for each book in the collection; secondly, it provides a means of grouping together books on the same subject.

In the Library of Congress system (LC), a call number, based on letters of the alphabet and numbers, is used to achieve these purposes. A typical call number in LC consists of three or four lines and is written as follows:

GN
400
.B4
1959

A general outline of LC, useful in browsing the shelves, is given below. Copies of the LC schedules, or outlines, are posted on the end panels of book shelves in the Library for your convenience.

A	General works (encyclopedias, indexes, directories, etc.)
B	Philosophy, Religion, Psychology
C	Auxiliary sciences of history (archaeology, heraldry, biography)
D	History (general and Old World)
E	American History (general, North American Indians, colonial, Civil War)
F	American History (local history, Canada, Mexico, South America)
G	Geography, Anthropology, Recreation, Sports
H	Social Sciences (sociology, business, economics, marriage, women)
J	Political Science
K	Law
L	Education
M	Music
N	Fine Arts
P	Language and Literature
	PR English literature
	PS American literature
	PZ Fiction
Q	Science (math, astronomy, physics, chemistry, botany, biology, etc.)
R	Medicine
S	Agriculture
T	Technology (engineering, photography, home economics, etc.)
U	Military Science
V	Naval Science
Z	Bibliography, Library Science

CHAPTER 3: USING THE CARD CATALOG TO LOCATE BOOKS AND AUDIOVISUALS

USING THE CARD CATALOG TO LOCATE BOOKS AND AUDIOVISUALS

The key to any library is its catalog, which may take one of several forms. At the University of Alabama Libraries, for example, a computerized "on-line" catalog called "Amelia" is being introduced. The Junior College Division Library, on the other hand, uses the traditional card catalog.

The card catalog provides information about the holdings of the Library so that you can locate them and can decide if they are appropriate for your needs before you actually go looking for them. Consequently, the card catalog is designed to save you time in the Library.

The Junior College Division card catalog contains listings for both books and audiovisual materials in a "dictionary" format; that is, author, title, and subject entries are included in one continuous alphabet. In some libraries, the card catalog is divided into separate parts for each type of entry.

Listed below are a few general rules about how resources are listed in the card catalog. Being aware of these simple rules will help you locate information more quickly.

1. All cards are filed alphabetically by the words on the very top line of the card.
2. Alphabetical arrangement is word-by-word rather than letter-by-letter. This means that a book entitled **HELP YOURSELF** is listed before a book entitled **HELPING PROFESSIONS**.
3. Abbreviations and numbers are filed as if they are spelled out. For example, George Orwell's book 1984 is filed under "Nineteen-Eighty-Four," and A.E.A. is filed under "Alabama Education Association."
4. A, AN, and THE at the beginning of titles and headings are ignored. Observe the order in which books are listed in the following example.

Paper and Pens
The Paper Chase
Papillon

5. Historical subheadings are filed in chronological order, as indicated in the following example.

U.S.--HISTORY
U.S.--HISTORY--COLONIAL PERIOD, CA. 1600-1775
U.S.--HISTORY--REVOLUTION, 1775-1783
U.S.--HISTORY--CONFEDERATION, 1783-1789
U.S.--HISTORY--CIVIL WAR, 1861-1865

On the following page, there are examples of the three major types of catalog cards. The first example is of an Author Card. Note that the author's name appears on the first line of the card.

The second example is of a Title Card. In this case, the title of the book appears on the first line of the card.

The third example is of a Subject Card. Note that subject headings are always printed in ALL CAPITAL LETTERS. This is particularly important to remember when you are looking for materials about a person. Books written by Edgar Allan Poe, for instance, will have catalog cards with the following top line:

Poe, Edgar Allan

Books written about Edgar Allan Poe will have catalog cards with this top line:

POE, EDGAR ALLAN

Furthermore, cards for books by a person are filed before cards for books about a person. Remember this when you are looking for literary criticism, in particular.

Title and subject cards are also filed for audiovisual materials in the card catalog. The last example on the following page is of an audiovisual card. It will look very different from the book cards filed in the card catalog because it will be covered with a plastic sleeve with a blue band and the word "audiovisual" is printed in blue in the upper left corner of the sleeve. Note that a description of the audiovisual (type, length, content, etc.) is included on the card.

The LC system is not used to catalog audiovisuals at Shelton State. Instead, an abbreviation indicating medium (i.e., format) is used along with an inventory number. Abbreviations used in cataloging audiovisuals are given below.

AP	Art Print	MA	Map
AT	Audiotape (no visuals)	MP	Motion Picture (movie)
FL	Filmloop (8mm, no sound)	PR	Phonorecording (record album)
FS	Filmstrip (no sound)	S	Slides (no sound)
FSS	Sound Filmstrip	SS	Sound Slides
GA	Game	TR	Transparency
KT	Kit	VC	Videocassette

All audiovisual materials are housed in the AV Office. In addition to the card catalog, you may ask to consult the book catalog of AV's in the AV Office, which may be a little more up-to-date on AV holdings.

CATALOG CARD EXAMPLES

DS Cook, J.M. (John Manuel)
281 The Persian Empire / J.M. Cook. --
.C66 1st American ed. -- New York: Schocken
1983 Books, 1983.

vii, 275 p., [24] p. of plates : ill.;
25 cm.

ISBN 0-8052-3846-8

1.Achaemenid dynasty, 559-330 B.C.
2.Iran--History--To 640 A.D. I.Title.

AUTHOR CARD

The Persian Empire

DS Cook, J.M. (John Manuel)
281 The Persian Empire / J.M. Cook. --
.C66 1st American ed. -- New York: Schocken
1983 Books, 1983.

vii, 275 p., [24]p. of plates : ill.;
25 cm.

ISBN 0-8052-3846-8

1.Achaemenid dynasty, 559-330 B.C.
2.Iran--History--To 640 A.D. I.Title.

TITLE CARD

ACHAEMENID DYNASTY, 559-330 B.C.

DS Cook, J.M. (John Manuel)
281 The Persian Empire / J.M. Cook. --
.C66 1st American ed. -- New York: Schocken
1983 Books, 1983.

vii, 275 p., [24] p. of plates : ill.;
25 cm.

ISBN 0-8052-3846-8

1.Achaemenid dynasty, 559-330 B.C.
2.Iran--History--To 640 A.C. I.Title.

SUBJECT CARD

TITLE CARD FOR REFERENCE
BOOK

Ref. The Oxford companion to American literature
PS
21 Hart, James David, 1911-
.H3 The Oxford companion to American literature
1965 [by] James D. Hart. 4th ed. [rev. and enl.]
New York, Oxford University Press, 1965.

ix, 991 p. 25 cm.

1.American literature--Dictionaries. 2.Ameri-
can literature--Bio-bibliography. I.Title.

AUDIOVISUAL

FSS-322 First Aid: Newest Techniques: Burns
Sunburst. 1975.

Sound filmstrip. 50 frames. 7 min.
Cassette. Color.

The program outlines the different
symptoms and treatments for first-,
second-, and third-degree burns, as
well as chemical and eye burns.

1.First aid in illness and injury.
2.Burns.

TITLE CARD FOR AUDIOVISUAL

ANATOMY OF A LIBRARY CATALOG CARD

On page 17 is an outline, or "anatomy," of a catalog card. This outline is provided so that you will know what kind of information is given on each catalog card. Knowing what kind of information is listed will help you save time and make decisions simply by checking the card catalog. Knowing, for example, the date of publication may help you decide if a specific book is current enough for you before you actually go to the shelves to look for the book.

Look at each part of the catalog card. Note that Number 1 is the call number; this is the most important bit of information given because it tells you how to locate the book in the library. Number 2 is the author's name; sometimes it is given in more than one place on the card. Number 3 is the title of the book; sometimes it is also given at the top of the card. Numbers 4-7 give you the publication information, including the date of publication mentioned above.

In the mid-section of the card you'll find descriptive information about the book. You'll find Number 8, the "collation," or physical description, of the book. Note that the number of pages is given along with the size of the book and notations indicating that illustrations are included in the book.

Finally, you'll find Number 9, the subject tracings, at the bottom of the card, and Number 10, the subject heading, at the top of the card.

REMEMBER that subject headings are always printed in all capital letters.

Sometimes you will want to check the subject tracings to find additional subject headings to use when you're trying to find several books on related subjects. These tracings help you save time by showing you the exact subject headings to use. Remember that different people have different ways of naming books and subject headings; you'll have to learn to think of several ways to look up most subjects and the tracings at the bottoms of cards are good clues.

ANATOMY OF A LIBRARY CATALOG CARD

2

IRAN--HISTORY--TO 640 A.D.

1 DS Cook, J.M. (John Manuel)
281 The Persian Empire / J.M. Cook. --
.C66 1st American ed. -- New York: Schocken
1983 Books, 1983.

3 vii, 275 p., [24] p. of plates : ill. ;
25 cm.

ISBN 0-8052-3846-8

1.Achaemenid dynasty, 559-330 B.C.
2.Iran--History--To 640 A.D.

○

1. Call number
2. Author's or editor's name
3. Title

IRAN--HISTORY--TO 640 A.D.

DS Cook, J.M. (John Manuel)
281 The Persian Empire / J.M. Cook. --
.C66 1st American ed. -- New York: Schocken
1983 Books, 1983.

4 vii, 275 p., [24] p. of plates : ill. ;
25 cm.

ISBN 0-8052-3846-8

1.Achaemenid dynasty, 559-330 B.C.
2.Iran--History--To 640 A.D.

○

4. Edition information
5. Place of publication
6. Publisher
7. Date of publication or copyright date

IRAN--HISTORY--TO 640 A.D.

DS Cook, J.M. (John Manuel)
281 The Persian Empire / J.M. Cook. --
.C66 1st American ed. -- New York: Schocken
1983 Books, 1983.

8 vii, 275 p. [24] p. of plates : ill. ;
25 cm.

ISBN 0-8052-3846-8

9 1.Achaemenid dynasty, 559-330 B.C.
2.Iran--History--To 640 A.D.

○

8. Collation (physical description of book)
9. Subject tracings
10. Subject heading

CHAPTER 4: FINDING CURRENT INFORMATION

LOCATING PERIODICALS

Although books provide a great deal of information, periodicals and newspapers usually provide more up-to-date and current information. Periodicals are excellent sources of factual, "newsy," and statistical information important in many classroom assignments.

A "periodical" is, quite simply, anything that is published at certain "periods" or in intervals. At Shelton State, periodicals include magazines, journals, and newspapers.

Shelton State carries over 350 current periodical subscriptions and maintains back issues, or "backfiles" as they are called, for most titles. Backfiles are maintained in loose, bound (i.e., bound together in hard covers), and microfilm formats. All magazines and journals are arranged alphabetically by title, regardless of format. Current issues are located by the circulation desk, while the backfiles are located directly across from the circulation desk.

Newspapers are stored only for one month. Earlier back issues are not maintained at Shelton State.

A complete listing of periodical holdings is given in the MAGAZINE LIST, located near the current periodicals. This list, arranged alphabetically by title, shows you exactly which magazines are available at Shelton State and which issues are maintained in the backfiles. Using the Magazine List will help you so that you don't waste time looking for magazines that are not available at Shelton State. See the examples of Magazine List cards on the following page.

The first example card, for The Tuscaloosa News, is for daily periodicals like newspapers. Note that each issue received is indicated by an "X" on the card.

The second example, for Sky & Telescope, is for a monthly magazine; note that an "X" appears in the spot for each month Shelton State has received an issue. Also note, at the top of the card, that bound volumes are available for 1971, 1979, 1980, and 1982. Microfilm files are available for January 1968 through December 1978.

The card for BusinessWeek is used for the third example--for weekly magazines. Note that the date of each issue is listed on the card. Also, in this case, no backfiles have been bound, but microfilm files are available for January 1970 to the present date.

DON'T BE CONFUSED by the notation "to the present." This means that Shelton State has the latest issue or microfilm reel made available by the publisher; sometimes publishers and microfilm producers lag behind in production.

EXAMPLES FROM THE MAGAZINE LIST

		TUSCALOOSA NEWS (Newspaper)																		DAILY		CLAIMED										
CALL NO.		VOLS. PER YEAR																														
		Bound Volumes:																														
		Microfilm:																														
		PREPARED																														
		IN BINDER																														
NOTE: Usually one month (4 weeks) of this item is kept in back files.																																
1983	VOL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JAN		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FEB		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
MAR		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
APR		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
MAY		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
JUN		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
JUL		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
AUG		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
SEP		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
OCT		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
NOV		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
DEC		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
INC		TUSCALOOSA NEWS																		JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC		BIB										

		SKY & TELESCOPE												MONTHLY				TITLE PAGE	
CALL NO.		VOLS. PER YEAR												FREQUENCY					
		Bound Volumes: 1971, 1979, 1980, 1981, 1982.																	
		Microfilm: Jan 1968 - Dec 1978																	
		PREPARED												IN BINDER					
																		INDEX Readers' Guide.	
YEAR	SER	VOL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	T.P.	I.	CLAIMED		
1968		1					X	X	X	X	X	X	X	X			Missing		
1969		2	X	X	X	X	X	X	X	X	X	X	X	X			ISSUED:		
1970		3		X	X	X	X	X	X	X	X	X	X	X					
1971		4	X	X	X	X	X	X	X	X	X	X	X	X					
1972		5	X		X	X	X	X	X	X	X	X	X	X					
1973		6					X			X									
1974		7	X	X	X	X	X	X	X										
1978		8									X	X	X	X					
1979		9	Bound Volume.																
1980		10	Bound Volume.																
1981		11	X	X	X	X	X	X	X	X	X	X	X	X					
1982		12	X	X	X	X	X	X	X	X	X	X	X	X					
1983		13	X	X	X	X	X	X	X	X	X	X	X	X					
1984		14	X	X	X	X	X	X	X	X	X	X	X	X					
1985		15																	
INC		SKY AND TELESCOPE												JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC				BIB Ebs.	

		BUSINESS WEEK												WEEKLY				TITLE PAGE	
CALL NO.		VOLS. PER YEAR												FREQUENCY					
		Bound Volumes:																	
		Microfilm: January 1970 to Present Date.																	
		PREPARED												IN BINDER					
																		INDEX	
YEAR	SER	VOL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	T.P.	I.	CLAIMED		
1984		1	9	6	5	2	7	4	2	6									
		2	16	13	12	9	14	11	9										
		3	23	20	19	16	21	18	16								BUSINESS		
		4	32	29	26	23	28	25	23								Economics		
		5			21	20			30										
		6																	
		7																	
		8																	
		9																	
		10																	
		11																	
		12																	
		13																	
		14																	
		15																	
INC		BUSINESS WEEK												JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC				BIB	

USING INDEXES TO LOCATE CURRENT INFORMATION

The most efficient and labor-saving means of locating current information is to use an INDEX. Using an index means that you don't have to look through all 350 magazine titles and thousands of back issues one by one. Instead, use an index to locate lists of articles on a specific subject.

The index familiar to most people is the Readers' Guide to Periodical Literature. It is a general, all-purpose index to "newsy," general periodicals like Time and Newsweek. Most indexes, however, are designed to lead you to information in specific subject areas. For example, Humanities Index leads you to magazine articles about subjects in the humanities; Biography Index leads you to biographical information.

Using specialized, subject indexes will help you save time and gather information more efficiently. A listing of indexes and a guide to using them for specific subjects is given on the following page. Read over the list whenever you need help in determining the most appropriate index to use for your topic.

Some indexes (and reference sources shelved with them) also include facts, news, and brief articles. With these sources, you have all of the information at your fingertips. Examples of these "indexes" are Facts On File, Editorials On File, and NEWSBANK.

NEWSBANK is unique in that it provides actual newspaper articles from all over the country in "microfiche" format--that is, on small film "cards" similar to microfilm. NEWSBANK is located in the yellow file cabinets directly across from the circulation desk.

Sample entries from news and periodical indexes are given on page 25. Look them over so that you can become familiar with the kind of information you are given in each.

PLEASE REMEMBER that all indexes "explain themselves" to you by including instructions in the front pages of each volume. In addition, any abbreviations that are used are also given, usually in the front, of each volume.

All indexes in the Junior College Division Library are located on the Index Tables near the circulation desk.

USING INDEXES TO PERIODICAL AND OTHER CURRENT INFORMATION

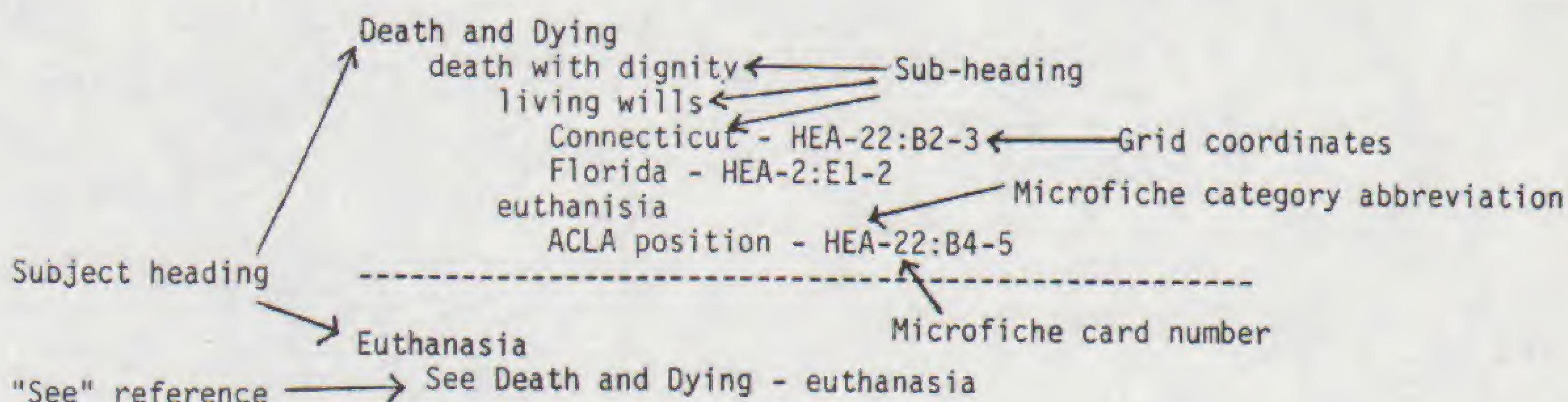
TO FIND INFORMATION ON	<u>BIOGRAPHY</u>	LOOK IN	Biography Index Humanities Index Readers' Guide Social Sciences & Humanities Index Social Sciences Index
TO FIND INFORMATION ON	<u>BOOK REVIEWS</u>	LOOK IN	Book Review Digest Humanities Index MLA International Bibliography Readers' Guide
TO FIND INFORMATION ON	<u>CURRENT TOPICS</u>	LOOK IN	Congressional Quarterly Cumulative Index to Nursing & Allied Health Literature Editorial Research Reports Editorials-On-File Facts-On-File New York Times Index NewsBank Readers' Guide Social Sciences Index Vital Speeches of the Day
TO FIND INFORMATION ON	<u>GENERAL INFORMATION</u>	LOOK IN	Facts-On-File New York Times Index NewsBank Readers' Guide Vital Speeches of the Day
TO FIND INFORMATION ON	<u>GOVERNMENT INFORMATION</u>	LOOK IN	Congressional Quarterly Facts-On-File New York Times Index NewsBank Vital Speeches of the Day
TO FIND INFORMATION ON	<u>LITERARY CRITICISM</u>	LOOK IN	Essay & General Literature Index Humanities Index MLA International Bibliography
TO FIND INFORMATION ON	<u>NEWS</u>	SEE ABOVE	<u>CURRENT TOPICS</u>
TO FIND INFORMATION ON	<u>POLITICS</u>	SEE ABOVE	<u>GOVERNMENT INFORMATION</u>
TO FIND INFORMATION ON	<u>SOCIAL ISSUES</u>	LOOK IN	Congressional Quarterly Cumulative Index to Nursing & Allied Health Literature Editorial Research Reports Editorials-On-File Facts-On-File New York Times Index NewsBank Readers' Guide Social Sciences Index Vital Speeches of the Day
TO FIND INFORMATION ON	<u>SPECIALIZED TOPICS</u>	LOOK IN	Biography Index Book Review Digest Cumulative Index to Nursing & Allied Health Literature Humanities Index MLA International Bibliography Social Sciences Index

These are some of the ready-reference tools available to you at the SHELTON STATE COMMUNITY COLLEGE LIBRARY. For additional information on these sources, see the GENERAL BIBLIOGRAPHY.

SAMPLE ENTRIES FROM NEWS AND PERIODICAL INDEXES

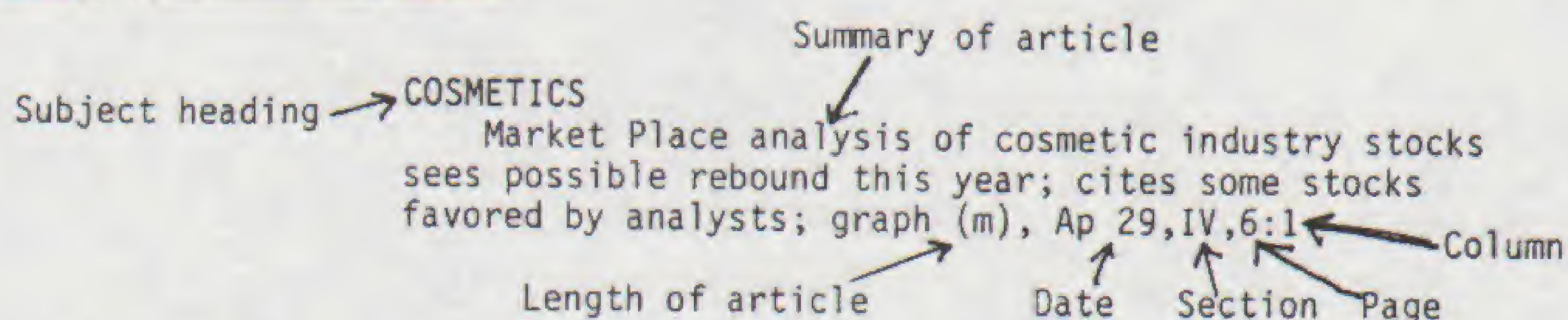
A.

from NEWSBANK



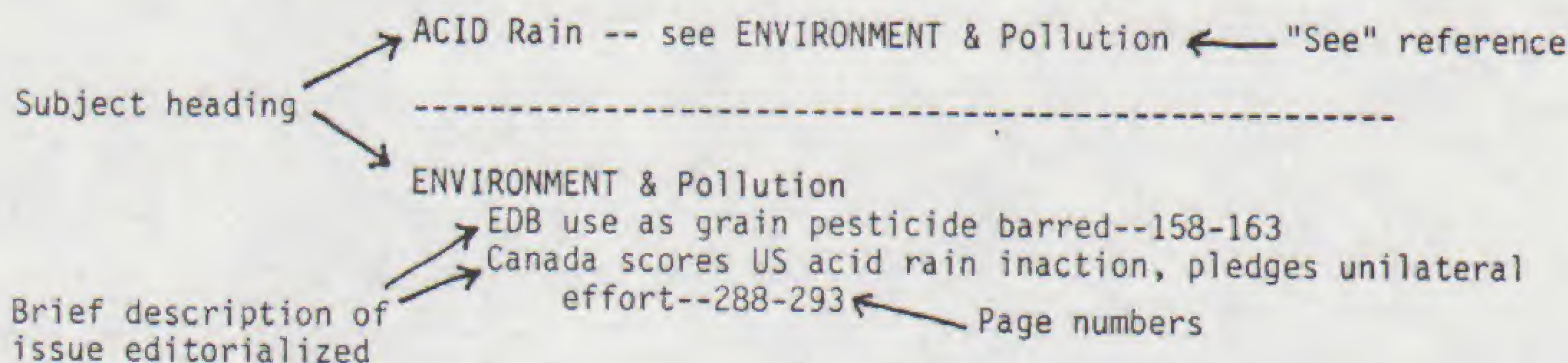
B.

from NEW YORK TIMES INDEX



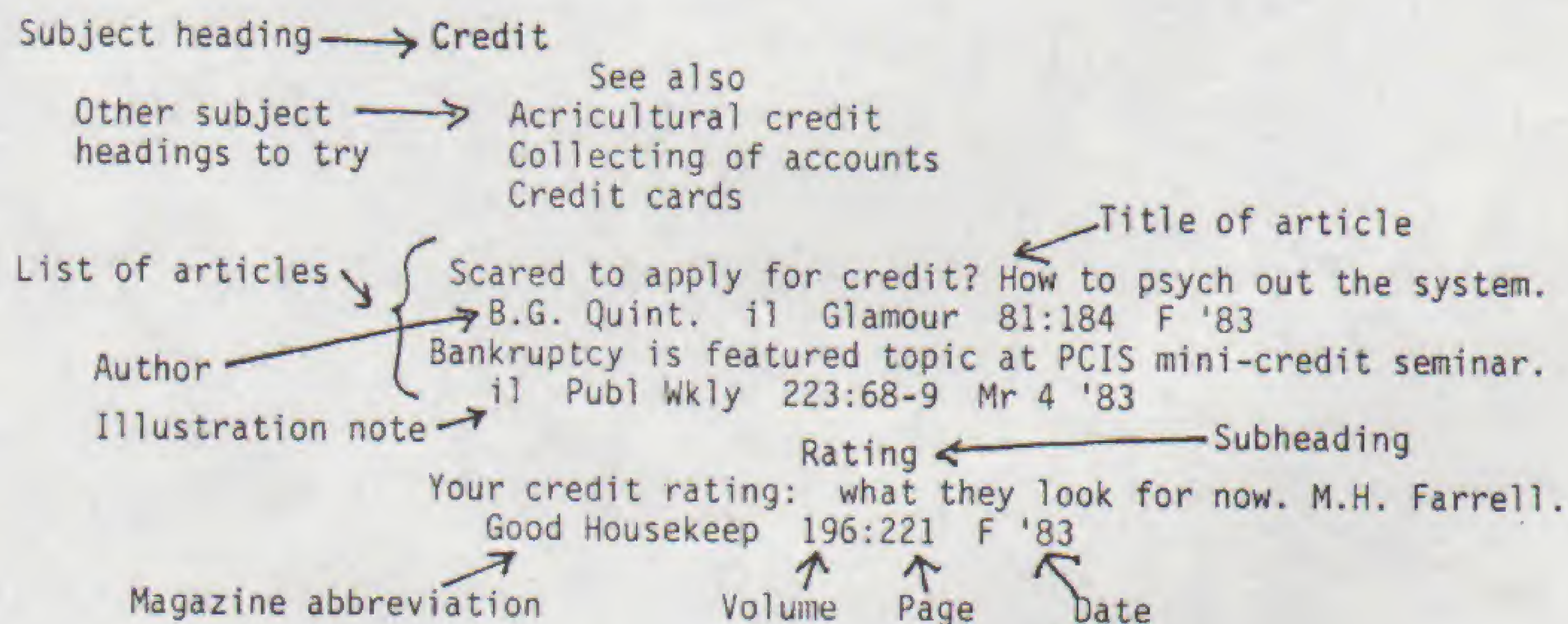
C.

from EDITORIALS ON FILE



D.

from READERS' GUIDE TO PERIODICAL LITERATURE



NOTE: All indexes will give your instructions on their uses; all indexes will give you a table explaining their abbreviations. This information is usually presented in the front of the index.

CHAPTER 5: THE REFERENCE COLLECTION

THE REFERENCE COLLECTION

A REFERENCE BOOK is one that has been planned and written to be consulted for items of information rather than to be read throughout. It is organized for quick and easy use, either in alphabetical or chronological arrangement or by the use of detailed indexes. Always consult the front of a reference book for instructions on use or refer to the index. Indexes in reference books are usually found in the back of the book; sometimes a separate index volume is provided for multi-volume reference sets.

At Shelton State, reference books are shelved in a special reference section. Books in this section generally do not circulate; however, exceptions are sometimes made for special class presentations. See a librarian if you would like to ask permission to use a reference book outside of the Library.

Some reference books, such as dictionaries, encyclopedias, or atlases, supply the needed information. Others, like bibliographies or periodical indexes, simply lead you to additional information. That is, they give you references to other books or magazines that have the information you're seeking.

A brief listing of types of reference books and their uses is given below.

GENERAL REFERENCE BOOKS

1. DICTIONARY--provides information about words (including spelling, pronunciation, origin, definition, and other information)

Example: Webster's Third New International Dictionary of the English Language

2. ENCYCLOPEDIA--gives an overview of a topic, definition, description, background, and bibliographic references

Example: Encyclopaedia Britannica

3. INDEX--provides references to other books or periodicals that contain information; points to information outside of itself; available for articles, poems, plays, essays, short stories, speeches, and other works that appear in collections

Example: Essay and General Literature Index

4. YEARBOOK--presents the events of the past year in brief, concise form

Example: Statesman's Year-Book

5. HANDBOOK--provides miscellaneous information, usually about a specific subject

Example: Handbook to Literature

6. ALMANAC--originally a projection of the coming year by days, months, holidays, and weather forecasts; now usually a collection of miscellaneous facts and statistical information

Example: The World Almanac and Book of Facts

7. DIRECTORY--lists names and addresses of persons, organizations, or institutions; may also provide information on purposes, dues, and officers of organizations

Example: Community, Technical, and Junior College Directory

8. ATLAS--volume of maps, plates, or charts; sometimes includes explanatory text

Example: National Geographic Atlas of the World

9. GAZETTEER--provides geographical information and data about places in a dictionary-type format; does not define geographical terms

Example: Columbia Lippincott Gazetteer of the World

10. BIBLIOGRAPHY--list of books and other materials which have some relationship to each other (i.e., usually on a particular topic)

Example: MLA International Bibliography

A Reference Bibliography, representative of the types of dictionaries and encyclopedias available in the Junior College Division Library, follows on page 31.

REFERENCE BIBLIOGRAPHY

I. Dictionaries

A. Unabridged Dictionaries

Webster's Third New International Dictionary of the English Language
(Ref. PE 1625 .W36 1969 and 1981--2 copies, dictionary stand)

B. Historical Dictionaries

Oxford English Dictionary--called the "OED"
(Ref. PE 1625 .M7 1933--lounge area)

C. Desk/College Dictionaries

Webster's New Collegiate Dictionary
(Ref. PE 1628 .W4 .M4 1976)

D. Specialized Dictionaries

1. Etymology

Dictionary of Word and Phrase Origins (Ref. PE 1580 .M6)

Oxford Dictionary of English Etymology (Ref. PE 1580 .O5 1967)

2. Foreign Words/Phrases

Concise Dictionary of Foreign Expressions (Ref. PE 1670 .P96 1982)

Dictionary of Foreign Terms (Ref. PE 1670 .M3 1974)

3. Rhyming

Rhyming Dictionary of the English Language (Ref. PE 1519 .W3 1924)

Wood's Unabridged Rhyming Dictionary (Ref. PE 1519 .W62 1977X)

4. Slang/Current Usage

Dictionary of Americanisms . . . (Ref. PE 2835 .D5 1956)

Dictionary of Slang and Unconventional English
(Ref. PE 3721 .P3 1967)

5. Synonyms

Roget's International Thesaurus (Ref. PE 1591 .R73)

Sisson's Synonyms . . . (Ref. PE 1591 .S5)

Webster's New Dictionary of Synonyms (Ref. PE 1591 .W4 1968)

F. Subject Dictionaries

Civil War Dictionary (Ref. E 468 .B7)

Dictionary of American Politics (Ref. JK 9 .S5 1968)

Dictionary of Economics and Commerce (Ref. HB 61 .H35 1969)

Dictionary of Geography (Ref. G 103 .M65)

Dictionary of Sociology (Ref. HM 17 .M56 1968b)

Interpreter's Dictionary of the Bible--5 vols. (Ref. BS 440 .I63)

Mathematics Dictionary (Ref. QA 5 .J32 1976)

Penguin Dictionary of Computers (Ref. QA 76.15 .C46 1977)

III. Encyclopedias

A. General

Collier's Encyclopedia--24 vols. (Ref. AE 5 .C683 1968)

Encyclopedia Americana--30 vols. (Ref. AE 5 .E333 1983)

New Encyclopaedia Britannica--30 vols. (Ref. AE 5 .E363 1983)
(called the "Britannica 3")

B. One-Volume Encyclopedias

Lincoln Library of Essential Information (Ref. AG 105 .L55)

New Columbia Encyclopedia (Ref. AG 5 .C725 1974)

C. Subject Encyclopedias

Encyclopedia of Chemistry (Ref. QD 5 .E38 1966)

Encyclopedia of Education--10 vols. (Ref. LB 15 .E47)

Encyclopedia of Philosophy--8 vols. (Ref. B 41 .E5)

Encyclopedia of the American Revolution (Ref. E 208 .B68)

Encyclopedia of World Art--14 vols. (Ref. N 31 .E4833)

International Encyclopedia of the Social Sciences--18 vols.
(Ref. H 40 .A2 15)

McGraw-Hill Encyclopedia of Science and Technology--15 vols.
(Ref. Q 121 .M3 1977)

Mennonite Encyclopedia--4 vols. (Ref. BX 8106 .M37)

SPECIALIZED REFERENCE TOOLS

In addition to different kinds of general reference books, each subject area has reference tools of each type. For example, the field of literature has its own bibliographies (such as Granger's Index to Poetry), its own dictionaries (such as Dictionary of Literary Terms), and its own handbooks (such as Oxford Companion to English Literature).

To locate specialized reference tools, consult the card catalog under the subject field or browse through the reference section, looking for the LC numbers assigned to the subject you need.

Some reference tools, however, cross specific subject boundaries and bring together information of a certain type. A number of reference books, for example, provide BIOGRAPHICAL INFORMATION about people from various backgrounds. A bibliography of biographical sources available at the Junior College Division Library, which illustrates specialized reference tools, is given on the following page.

BIBLIOGRAPHY OF BIOGRAPHICAL SOURCES

I. General Biography

*Biography Index (Index Table Ref. Z 5301 .B5)

Chambers Biographical Dictionary (Ref. CT 103 .C4 1969)

Current Biography (Ref. CT 100 .C8)

HELPFUL HINT: Be sure to locate the volume with the most inclusive indexes; this way you'll only have to look through one or two volumes instead of each volume for each year.

Dictionary of American Biography (Ref. E 176 .D563)

The Dictionary of Biography (Ref. CT 103 .R57 1975b)

Dictionary of National Biography (Ref. DA 28 .D56)

HELPFUL HINT: Use this source for people of British origin.

New York Times Index (Index Table Ref. AI 21 .N44)

New York Times Obituaries Index (Index Table Ref. CT 213 .N47)

Webster's American Biographies (Ref. CT 213 .N47)

Webster's Biographical Dictionary (Ref. CT 103 .W4 1967)

Who's Who in America (Ref. E 176 .W6424)

II. Biographies of Special Groups

American Jewish Biographies (Ref. E 184.55 .A38 1982)

The American Negro Reference Book (Ref. E 185 .D25)

Dictionary of American Negro Biography (Ref. E 185.96 .D53 1982)

Encyclopedia of Black Americans (Ref. E 185 .E55)

Great Negroes Past and Present (Ref. E 185.96 .A4 1969)

International Library of Afro-American Life and History
(Ref. E 185 .I58 1978X)

The International Dictionary of Women's Biography (Ref. CT 3203 .I67 1983)

Notable American Women (Ref. CT 3260 .N57)

Who's Who of American Women (Ref. CT 3260 .W5)

The Women's Book of World Records and Achievements (Ref. CT 3234 .R65)

III. Specialized Reference Works That Include Biographical Information

A. In the Humanities

American Women Writers (Ref. PS 147 .A4)

American Writers (Ref. PS 129 .A35)

Baker's Biographical Dictionary of Musicians (Ref. ML 105 .B16 1978)

Brief Lives: A Biographical Companion to the Arts (Ref. NX 90 .A73 1971)

British Writers (Ref. PR 85 .B688)

Contemporary Architects (Ref. NA 680 .C625)

Contemporary Artists (Ref. NA 680 .C6567)

Encyclopedia of World Art (Ref. N 31 .E4833)

The Film Encyclopedia (Ref. PN 1993.45 .K34 1979)

*Humanities Index (Index Table Ref. AI 3 .H85)

The New Grove Dictionary of Music and Musicians (Ref. ML 100 .N48)

Southern Writers: A Biographical Dictionary (Ref. PS 261 .S59)

Who's Who of Jazz (Ref. ML 106 .B16 1978)

B. In Science and Technology

*Cumulative Index to Nursing and Allied Health Literature
(Index Table Ref. Z 6675 .N7 C8)

Dictionary of Scientific Biography (Ref. Q 141 .D5)

The Focal Encyclopedia of Photography (Ref. TR 9 .F6 1965)

McGraw-Hill Encyclopedia of Science and Technology
(Ref. Q 121 .M3 1977)

Science: A New York Times Survey (Ref. Q 171 .S3374)

C. In the Social Sciences

The Encyclopedia of American Crime (Ref. HV 6789 .S54 1982)

The Encyclopedia of Education (Ref. LB 15 .E47)

International Encyclopedia of the Social Sciences (Ref. H 40 .A2 I5)

The Oxford Companion to Sports and Games (Ref. GV 207 .O93)

*Social Sciences Index (Index Table Ref. AI 3 .S62)

- D. Oxford University Press publishes numerous "Oxford Companions" (like the one listed above under SOCIAL SCIENCES) which include biographical information for individuals in many fields. Consult the card catalog under the heading "Oxford Companion to . . ." for a complete listing.

- IV. Most reference books contain a certain degree of biographical information. Be sure to browse the reference section and look through these books in the subject field of the individual for whom you are seeking information.

*Annotations for these titles are given in the GENERAL BIBLIOGRAPHY which begins on page 62.

CHAPTER 6: THE RESEARCH PAPER

THE RESEARCH PAPER

The most significant assignment you'll receive in your college English classes will be the research paper. You'll learn to select a topic, conduct research, write about the topic, identify the sources you used, and to edit your final product. If you need help while working on your research paper outside of class, try one of the books from the bibliography given below.

BIBLIOGRAPHY ON THE RESEARCH PAPER

Berry, Dorothea M. Berry and Martin, Gordon P. A Guide to Writing Research Papers. New York: McGraw-Hill, 1971.
(LB 2369 .B36)

Gibaldi, Joseph and Achtert, Walter S. MLA Handbook for Writers of Research Papers. 2nd. ed. New York: Modern Language Association of America, 1984.
(Desk Reference; ask at Circulation Desk)

_____. MLA Handbook for Writers of Research Papers, Theses, and Dissertations. Student Edition.
(Desk Reference)

Kesselman-Turkel, Judi and Peterson, Franklynn. Research Shortcuts. Chicago: Contemporary Books, 1982.
(LB 2369 .K45)

Mitchell, Mancil and Mitchell, Mildred. Guide to Writing Research Papers. San Marcos, Texas: Effective Study Materials, 1967.
(Desk Reference)

The MLA Style Sheet. 2nd. ed. New York: Modern Language Association of America, 1970.
(Ref. Z 253 .M73 1970; copies available at Circulation Desk)

Mulkerne, Donald J.D. and Kahn, Gilbert. The Term Paper: Step by Step. Rev. ed. Garden City, N.Y.: Anchor Books, 1977.
(LB 2369 .K3 1977)

Publication Manual of the American Psychological Association. 2nd. ed. Washington, D.C.: American Psychological Association, 1974.
(Ref. BF 76.7 .P83 1974; copies available at Circulation Desk)

_____. 3rd. ed. _____, 1983.
(Ref. BF 76.7 .P83 1983; copies available at Circulation Desk)

Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. 4th. ed. Chicago: University of Chicago Press, 1973. (Ref. LB 2369 .T8 1973; copies available at Circulation Desk)

In addition, you may wish to consult pages 350—407 of your English textbook, The Writing Commitment (3rd. ed.).

How To Find. . . WHAT HAPPENED THE YEAR YOU WERE BORN

Some English instructors will ask you to write a research paper about something--anything--that happened the year you were born. Although you may have trouble getting started on this type of topic, you'll really have little trouble locating information.

To determine a topic from the year of your birth, you may wish to consult one of the resources listed below. These resources will provide you with lists of newsworthy events or activities from the recent past that may give you a starting point for your research paper.

Look through back issues of the following magazines:

LIFE (bound volumes)--1936 to the present.
NEWSWEEK (bound and microfilm volumes)--1960 to the present.
TIME (bound and microfilm volumes)-- 1960 to the present.
U.S. NEWS & WORLD REPORT (bound and microfilm volumes)--1960 to the present.

Look through volumes of CURRENT BIOGRAPHY (Ref. CT 100 .C8) to locate names of newsworthy, popular, or significant people in the year of your birth.

Check indexes or tables of contents for the appropriate years in the following reference books:

The American Almanac. pp. 392--412 for the 1960's
(Ref. E 174.5 .B52 1977)
Chronology of African History pp. 242--263 for the 1960's
(Ref. DT 17 .F73)
Chronology of World History pp. 624--637 for the 1960's
(Ref. D 11 .F75 1975)
Encyclopedia Americana pp. 748c--748i for the 1960's
(Ref. AE 5 .E333 1983, vols. 27)
The Encyclopedia of American Facts and Dates. pp. 618--745
(Ref. E 174.5 .C3 1972)
Great Events from History. pp. 1861--1945 for the 1960's
(Ref. E 178.3 .M25, vol. III)
Worldwide Twentieth Century Series.
(Ref. D 421 .G7, vol. 2) pp. 806--1061 for the 1960's
Historical Tables 58 B.C.--A.D. 1972. pp. 258--265 for the 1960's.
(Ref. D 11 .S83 1966)
Information Please Almanac. pp. 660--661 for the 1960's
(Ref. AY 67 .N5 W7 1983--or earlier editions)
The People's Chronology. pp. 1079--1138 for the 1960's
(Ref. D 11 .T83)
The Timetables of History. pp. 546--567 for the 1960's
(Ref. D 11 .G78)
World Almanac and Book of Facts. pp. 546--567 for the 1960's
(Ref. AY 67 .N5 W7 1984--or earlier editions)